

**United States Department of the Interior
Bureau of Land Management
California State Office**

November 3, 2004

In Reply Refer To:
1220(P)
CA 944

EMS TRANSMISSION: 11/3/04
Instruction Memorandum **No. CA 2005-007**
Expires: 09/30/06

To: DSDs, Staff Chiefs and Branch Chiefs

From: Deputy State Director, Support Services

Subject: Review of CA Instruction Memoranda

DD: 12/06/04

Attached is a list of CA Instruction Memoranda, with an expiration date of 9/30/2004, issued by each Division. Instruction Memoranda may be extended for one year only. Pertinent, ongoing instructional material should be rewritten in the form of a manual supplement. Information pertaining to this procedure may be obtained from the State Records Manager. Information Bulletins are self-expiring and may not be extended.

Indicate, in the left margin of each attached sheet, which Instruction Memoranda, with an expiration date of September 30, 2004, you wish to extend. A response, directed to Richard Erickson, is due no later than December 6, 2004 or no directives issued by your office will be extended.

Signed by:
Karen Barnette
DSD, Support Services

Authenticated by:
Richard A. Erickson
Records Management

1 Attachment
1 – Directives Listing (3 pp)